

How to Deliver a Dynamic Presentation

Course Summary

Description

The focus of this course is to teach the skills necessary to present information in a way that captures and maintains the audience's attention. Participants learn how to identify a purpose, and build the presentation to meet that purpose. Discussion and practice of presentation development and delivery skills create a hands-on, interactive, skill-building course.

This course is based upon active learning, with rich, interactive exercises and applied experiences.

Objectives

By the end of this course, participants should have an enhanced and improved ability to deliver powerful presentations to a variety of audiences and organizational settings.

Topics

- Identify benefits of a powerful presentation
- Learn ways to overcome nervousness
- Review and apply six actions for preparing a dynamic presentation
- Learn five questions to ask to gain a better understanding of their audience
- Master ten techniques that add variety, interest, and emphasis to the presentation
- Review the effective use of four types of visual aids: overhead, flip-chart, handouts and PowerPoint
- Understand the power of the three V's: Visual, Verbal and Vocal
- Present an impromptu presentation using information learned
- Learn six techniques for how to handle tough questions and trouble makers
- Deliver a presentation that is video taped
- Receive feedback on learned presentation skills
- Create an action plan for future growth

Audience

For Management

Prerequisites

There are no prerequisites for this course.

Duration

Eight to sixteen hours